Ion Chromatography and Colorimetric Autoanalyzer Data Auditing Check Sheet

Method: _____ Analytes: _____ Laboratory: _____ Date: _____

Rev. 1, 3/04

Hard Copy Data Review	Yes	No	Comments
Proficiency Samples:			
1. Analysis Date:			
2. PE Successful?			
Calibration:			
1. Standard Information			
-Analysis Date:			
-Analyst:			
-Instrument ID:			
-Software Type:			
-File names:			

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Hard Copy Data Review	Yes	No	Comments
2. Quantitation Report and Chromatogram Review			
-Does the lab have adequate hard copy data?			
-Are all standards run the same day/batch? (Check acquired times)			
-Is the chromatogram info the same as the quant report (colorimetric)? (i.e. same file names, method names)			
-Is the method file names and schedule names the same on all chromatograms (IC)?			
-Is the chromatogram printed using a visible scale?			
-Do the standards have the proper sensitivity?			
-Do the standard peaks have acceptable separation?			
-No significant contamination?			
-Are the peaks properly ID'd?			
-Do the peak responses on the quant report match those of the calibration summary report (hand calculate a few- especially manual integrations)?			
-Do the calibration levels support the lab's reporting levels (check cal level vs. final report of sample vs. MDLs)?			

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Hard Copy Data Review	Yes	No	Comments
3. Calibration Method Information			
-Method file name:			
-Calibration type (i.e. linear, etc.):			
-Same for all compounds?			
-Was the calibration criteria met for each compound (i.e. RSDs)?			
-"force thru the origin"?			
-Were data points eliminated from the calibration?			
-If yes, why?:			
-Was this done appropriately?			
Attach photo copy documentation of any areas of concern			

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Hard Copy Data Review	Yes	No	Comments
Sample Information:			
-Sample date/time (from COC):			
-Were the samples properly preserved?			
Sample Preparation Procedures:			
-If preparation required, were the samples properly prepped (digestion, filter, etc.)?			
-Preparation date/time:			
-Did the sample meet the prep hold time?			
-Is the documentation correct & complete?			
Attach photo copy documentation of any areas of concern			

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Hard Copy Data Review	Yes	No	Comments
Sample Analysis:			
-Sample ID:			
-Analysis date/time:			
-Was sample hold time met?			
-Was the proper QC run with the sample batch?			
-Was the QC run at the proper concentrations?			
-Was the appropriate QC criteria met?			
-Do all low level QC checks have adequate sensitivity?			
-Does the hard copy data correspond to the sequence report?			
-Are there any major breaks in the acquisition time?			
-Do all the samples/QC in the batch have the same method file?			
-Are the response factors of the samples the same as from the calibration (calculate a few)?			
-Are the chromatograms printed using a scale that is visible?			

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Hard Copy Data Review	Yes	No	Comments
-Do all samples/QC in the batch have adequate peak separation?			
-No significant contamination or matrix interference?			
-Are the peaks properly ID'd?			
-Are all the peak integrations appropriate & consistent?			
-Do the analytical results match the final reports?			
Attach photo copy documentation of any areas of concern			
Laboratory Review:			
-Was the analyst(s) available for interviewing?			
-Did the analyst(s) provide adequate response to the concerns found from the hard copy data review?			
-Was the analyst(s) following proper procedure? -If no, is SOP correct? -If no, is QAP correct?			
-Did the laboratory have the proper equipment & instrumentation?			

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Hard Copy Data Review	Yes	No	Comments
-Did the lab have the proper reagents?			
-Did the lab have adequate documentation such as run logs, maintenance logs, temperature logs & standards logs?			
Electronic Data Review: (In-Lab)			
1. High and low standard			
-Does the low standard have acceptable sensitivity?			
-Do all the compound peaks have adequate separation?			
-Do all the compound peaks have appropriate & consistent integration?			
2. Initial CCV			
-Does all the peaks have adequate sensitivity?			
-Do all the peaks have adequate separation?			
-Do all the compound peaks have appropriate & consistent integration?			

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-Can the laboratory reprint/reproduce a report & chromatogram that matches the hard copy?			
-If yes, attach. -If no, why?			
3. Other electronic data concerns (Identified in the hard copy review):			
Attach photo copy documentation of any areas of concern			
Training:			
-If significant problems are noted above, do the analyst's training files show that they were properly trained?			